

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 21, 1994

ALL-COUNTY LETTER NO. 94-52

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: TITLE IV-A CHILD CARE MONTHLY STATISTICAL REPORT,
FORM ACF 115 AND TRANSITIONAL CHILD CARE (TCC)
MONTHLY CASELOAD REPORT, FORM CA 237 TCC

REFERENCE: ACL 93-23

The purpose of this letter is to issue the revised "Title IV-A Child Care Monthly Statistical Report," Form ACF 115 (State) (rev. 2/94 and the revised "Transitional Child Care (TCC) Monthly Caseload Report," Form CA 237 TCC (2/94).

The ACF 115 has been revised to add child care information for TCC, Greater Avenues for Independence (GAIN) and the new Cal-Learn Program (Cal-Learn). The CA 237 TCC has been revised to 1) delete data (TCC child care by type of care and expenditures) which will be collected on the ACF 115 and 2) add additional reasons for application denial to the CA 237 TCC report. Instructions for both reports have also been revised to reflect the changes and are included with this All-County Letter.

The changes are effective July 1, 1994, and should be reflected in the July 1994 ACF 115 report as well as the July 1994 CA 237 TCC report. In addition, with the July 1994 implementation of the revised ACF 115, reporting of child care information on the GAIN 25 Monthly Activity Report, Line F. 1. is no longer necessary.

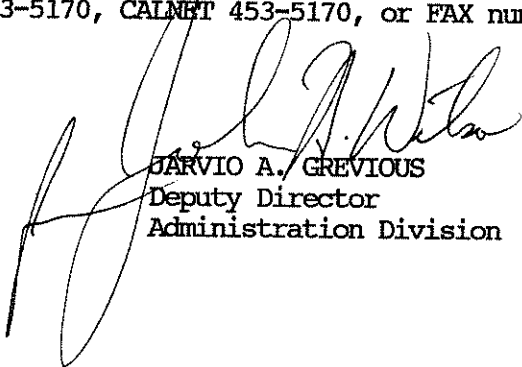
The child care data for the GAIN program on the ACF 115 is more comprehensive than was reported on the GAIN 25 report, therefore a six-month phase-in period will be allowed for all counties to comply with the new reporting requirements for GAIN child care. However, all counties should be reporting child care for the GAIN program by January 1, 1995.

Counties that implement Cal-Learn this calendar year (1994) must report child care on the ACF 115 by January 1, 1995. Counties that implement next calendar year (1995) must begin reporting Cal-Learn child care data beginning in the month of implementation. Accordingly, counties are advised to promptly notify the California Department of Social Services (CDSS), Statistical Services Bureau (SSB) of any problem or potential delays in reporting of this data.

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All data reported on the ACF 115 is mandated by the Federal Department of Health and Human Services as part of the Title IV-A Child Care reporting requirements. Those requirements were described in All-County Letter 93-23 dated March 31, 1993.

Questions or issues concerning statistical reporting should be addressed to Levy St. Mary at (916) 653-5170, CALNET 453-5170, or FAX number (916) 653-4880.



JARVIO A. GREVIOUS
Deputy Director
Administration Division

Enclosures

c: CWDA

SEND TO: DEPARTMENT OF SOCIAL SERVICES
STATISTICAL SERVICES BUREAU
744 P STREET, MAIL STATION 12-81
SACRAMENTO, CALIFORNIA 95814

TITLE IV-A CHILD CARE MONTHLY STATISTICAL REPORT

COUNTY	COUNTY CODE	MONTH ENDING
		/ /

PART A. FAMILIES RECEIVING TITLE IV-A CHILD CARE		
	TOTAL (a)	COMMENTS
1. Total number of families receiving services during month (Sum of 1.a. through 1.n. below).....		
<u>AFDC-FG FAMILIES</u>		
a. On AFDC-FG with disregard.....		
1. with SCC (This is a subset of 1.a. above - Do not include in total)		
b. AFDC-FG California Alternative Assistance (CAAP).....		
c. AFDC-FG NET families.....		
d. AFDC-FG TRIBAL JOBS families.....		
e. Transitional Child Care (TCC) (former AFDC-FG).....		
f. GAIN families.....		
g. Cal-Learn families.....		
<u>AFDC-U FAMILIES</u>		
h. On AFDC-U with disregard.....		
1. with SCC (This is a subset of 1.h. above - Do not include in total)		
i. AFDC-U California Alternative Assistance (CAAP).....		
j. AFDC-U NET families.....		
k. AFDC-U TRIBAL JOBS families.....		
l. Transitional Child Care (TCC) (former AFDC-U).....		
m. GAIN families.....		
n. Cal-Learn families.....		

PART B. TITLE IV-A CHILD CARE - BY TYPE AND EXPENDITURES

	T O T A L (a)	LICENSE-EXEMPT PROVIDER CARE					LICENSED PROVIDER CARE				
		RELATIVE		NON-RELATIVE			OUTSIDE PROVIDER CARE		CENTER CARE		
		IN CHILD'S HOME (b)	OUTSIDE CHILD'S HOME (c)	IN CHILD'S HOME (d)	OUTSIDE CHILD'S HOME (e)	FAMILY DAY CARE (f)	CENTER CARE (g)				
2. Total number of children receiving services (sum of 2a. through 2n. below)	18	15	20	21	22	23	24				
a. On AFDC-FG with disregard	25	25	27	28	29	30	31				
1. with SCC (This is a subset of 2.a. above - Do not include in total)	32	33	34	35	36	37	38				
b. AFDC-FG California Alternative Assistance (CAAP)	39	40	41	42	43	44	45				
c. AFDC-FG NET children	46	47	48	49	50	51	52				
d. AFDC-FG TRIBAL JOBS children	53	54	55	56	57	58	59				
e. Transitional Child Care (former AFDC-FG)	60	61	62	63	64	65	66				
f. GAIN Children	67	68	69	70	71	72	73				
g. Cal Learn children	74	75	76	77	78	79	80				
h. On AFDC-U with disregard	81	82	83	84	85	86	87				
1. with SCC (This is a subset of 1.h. above - Do not include in total)	88	89	90	91	92	93	94				
i. AFDC-U California Alternative Assistance (CAAP)	95	96	97	98	99	100	101				
j. AFDC-U NET children	102	103	104	105	106	107	108				
k. AFDC-U TRIBAL JOBS children	109	110	111	112	113	114	115				
l. Transitional Child Care (former AFDC-U)	116	117	118	119	120	121	122				
m. GAIN Children	123	124	125	126	127	128	129				
n. Cal-Learn children	130	131	132	133	134	135	136				
3. Total expenditures for children receiving services (sum of 3a. through 3n. below)	137	138	139	140	141	142	143				
a. On AFDC-FG with disregard	144	145	146	147	148	149	150				
1. with SCC (Do not include in 3.a. above but do include in total)	151	152	153	154	155	156	157				
b. AFDC-FG California Alternative Assistance (CAAP)	158	159	160	161	162	163	164				
c. AFDC-FG NET children	165	166	167	168	169	170	171				
d. AFDC-FG TRIBAL JOBS children	172	173	174	175	176	177	178				
e. Transitional Child Care (former AFDC-FG)	179	180	181	182	183	184	185				
f. GAIN Children	186	187	188	189	190	191	192				
g. Cal Learn children	193	194	195	196	197	198	199				
h. On AFDC-U with disregard	200	201	202	203	204	205	206				
1. with SCC (Do not include in 3.h. above but do include in total)	207	208	209	210	211	212	213				
i. AFDC-U California Alternative Assistance (CAAP)	214	215	216	217	218	219	220				
j. AFDC-U NET children	221	222	223	224	225	226	227				
k. AFDC-U TRIBAL JOBS children	228	229	230	231	232	233	234				
l. Transitional Child Care (former AFDC-U)	235	236	237	238	239	240	241				
m. GAIN Children	242	243	244	245	246	247	248				
n. Cal-Learn children	249	250	251	252	253	254	255				
CONTACT PERSON	TITLE										

**TITLE IV-A CHILD CARE
MONTHLY STATISTICAL REPORT INSTRUCTIONS
FORM ACF 115 (STATE) (Rev. 2/94)**

CONTENT

This monthly report form is designed to collect child care data for families receiving Title IV-A child care services while the parents/caretakers work or participate in an approved education and training program. This includes receipt of Title IV-A Child Care benefits from the following programs:

- AFDC Dependent Care Disregard
- Supplemental Child Care (SCC)
- California Alternative Assistance Program (CAAP)
- Non-GAIN Education or Training (NET)
- Tribal JOBS Program
- Greater Avenues for Independence (GAIN) Child Care
- Cal-Learn

PURPOSE

The purpose of this report is to collect **all** child care information to meet the Federal uniform Title IV-A reporting requirements mandated by the U.S. Department of Health and Human Services.

DISTRIBUTION

Data from the At Risk Child Care Program (ARCCP) will be compiled with data from this report and transmitted as California's quarterly report to the Social Security Administration, U.S. Department of Health and Human Services (DHHS). The ARCCP is reported once a year to DHHS. It also will be compiled into summaries for use by departmental managers and other interested agencies and individuals.

DUE DATE

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. Send report to:

State Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 12-81
Sacramento, CA 95814

When data is unavailable, transmit a report by the due date containing all available information. In a footnote, indicate when the Department can expect to receive the missing data. Please forward missing figures as soon as possible.

DEFINITIONS

AFDC Dependent Care Disregard - The Dependent Care Disregard allows AFDC families that work to receive a deduction of their child care costs from their earned income in the compilation of their AFDC grant. The maximum deduction allowed per child is \$175 per month for a child 2 years of age or older and \$200 per month for a child under age two.

Supplemental Child Care (SCC) - Recipients of AFDC, who are working and have child care costs in excess of the dependent care income disregard, shall be eligible for child care assistance from the SCC Program. The SCC Program was implemented statewide on November 1, 1993.

California Alternative Assistance Program (CAAP) - Recipients of, and applicants eligible for AFDC, who have earned income shall be eligible for CAAP if they decline or refuse a cash grant. CAAP participants are eligible to receive child care assistance and Medi-Cal benefits. The CAAP Program was implemented statewide on May 1, 1994.

Non-GAIN Education and Training (NET) Program - The NET program provides child care assistance to AFDC recipients who participate in approved education or training programs and are not enrolled in the GAIN program.

Tribal JOBS - In California, children reported as receiving Tribal JOBS child care are children of American Indian recipients receiving JOBS services from the California Indian Manpower Consortium (CIMC). Currently, councils of tribes in 22 counties have provided CIMC authority to serve their members. Counties involved with CIMC's Indian Tribal JOBS Program (ITJP) are Butte, Colusa, Del Norte, El Dorado, Fresno, Glenn, Inyo, Humboldt, Kings, Lake, Lassen, Madera, Mendocino, Modoc, Mono, Plumas, Riverside, San Bernardino, Shasta, San Diego, Siskiyou, and Tuolumne.

Transitional Child Care Program (TCC) - Mandated by the Family Support Act of 1988, TCC provides funding for child care to former AFDC recipients for up to 12 months when certain criteria are met. The TCC Program was implemented statewide on April 1, 1990.

Greater Avenues for Independence (GAIN) - The Family Support Act of 1988 created the Job Opportunities and Basic Skills (JOBS) program, which is designed to assist recipients to become self-sufficient by providing needed employment-related activities and support. In 1985, California implemented the GAIN program to assure needy families with children obtain the education, training and employment that will help them avoid long-term welfare dependency. Child care and other services in support of employment or education and training activities are provided in the GAIN program.

Cal-Learn - The Cal-Learn Program serves pregnant and custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving AFDC. The Cal-Learn Program provides fiscal incentives and disincentives as well as needed supportive services and intensive case management to encourage these teen parents to stay in or return to school and graduate. The Cal-Learn Program was implemented on April 1, 1994.

INSTRUCTIONS

Fill in the information requested on the report form and show the figures required for each item. If for

(3)

any item there is nothing to report, enter "0". Do not leave any items blank. If needed, when completing this form, please use the following abbreviation: NA - Not Available. (When NA is used, please provide a footnote indicating when the missing data will be available.)

Important Note: Information on Title IV-A Child Care cases reported on the ACF-115 (State) must be retrievable for future use (i.e. surveys).

PART A. FAMILIES RECEIVING CHILD CARE

Part A summarizes the number of families receiving Title IV-A child care services. (Report the actual number of families receiving services and received a reimbursement in a given report period.)

- 1. Number of families receiving services during the report month** - Enter the total number of families receiving Title IV-A child care services and reimbursement for this reporting month. [This section includes families who receive a child care income disregard or participate in SCC, CAAP, NET, Tribal JOBS, TCC, Cal-Learn or GAIN Child Care.] (Item 1 column (a) equals the sum of cells 2,4,5,6,7,9,10,12,13,14,15,16 & 17.)

PLEASE NOTE: Do not include SCC numbers (cells 3 and 11) in item 1. This would result in a duplicate count of families receiving services.

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

- a. **On AFDC-FG with Disregard** - Enter the total number of AFDC-FG families who claim and receive a child care income disregard.
 1. **SCC Families** - Enter the total number of AFDC-FG families receiving Title IV-A SCC payments.
- b. **AFDC-FG CAAP Families** - Enter the total number of eligible AFDC-FG families participating in CAAP whose children receive Title IV-A child care services.
- c. **NET Families** - Enter the number of AFDC-FG families participating in the NET program whose children receive Title IV-A child care services.
- d. **Tribal JOBS Families** - Enter the number of AFDC-FG families participating in Tribal JOBS whose children receive Title IV-A child care services.
- e. **TCC Families** - Enter the number of families, who were previously AFDC-FG eligible, participating in the TCC Program whose children receive Title IV-A child care services.
- f. **GAIN Families** - Enter the number of AFDC-FG families participating in the GAIN program whose children receive Title IV-A child care services.

- g. **Cal-Learn Families** - Enter the number of AFDC-FG families participating in the Cal-Learn Program whose children receive Title IV-A child care services.

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- h. **On AFDC-U** - Enter the number of AFDC-U families who claim and receive a child care income disregard.
1. **SCC Families** - Enter the total number of AFDC-U families receiving Title IV-A SCC payments.
- i. **AFDC-U CAAP Families** - Enter the total number of eligible AFDC-U families participating in CAAP whose children receive Title IV-A child care services.
- j. **NET Families** - Enter the number of AFDC-U families participating in the NET program whose children receive Title IV-A child care services.
- k. **Tribal JOBS Families** - Enter the number of AFDC-U families participating in Tribal JOBS whose children receive Title IV-A child care services.
- l. **TCC Families** - Enter the number of families, who were previously AFDC-U eligible, participating in the TCC Program whose children receive Title IV-A child care services.
- m. **GAIN Families** - Enter the number of AFDC-U families participating in the GAIN program whose children receive Title IV-A child care services.
- n. **Cal-Learn Families** - Enter the number of AFDC-U families participating in the Cal-Learn Program whose children receive Title IV-A child care services.

Note: Under the AFDC program segment, a family should be counted only in the segment for its latest program status for the report month.

PART B. CHILD CARE - BY TYPE OF CARE AND EXPENDITURES

Part B summarizes the number of children receiving care and the expenditures by the type of child care.

INFORMATION FOR COLUMNS (b) THROUGH (g)

License-Exempt Provider Care is divided into two categories; Relative and Non-Relative Provider Care. This care is exempt from licensure if the caregiver cares for the children of only one family in addition to his/her own children, and cares for the child in the caregiver's home, the child's own home, or in a facility exempt from licensure.

Relative - Relative care is provided during a portion of the 24 hour day by a relative other than the child's own parents or a person(s) who normally takes care of the child, i.e., the guardian.

(5)

Column b. **In Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the child's own home.

Column c. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the caregiver's own home.

Non-Relative - Non-relative care is exempt child care provided by a person not related to the child.

Column d. **In Child's Home** - Enter the number of children who were provided child care by an exempt non-relative/caregiver in the child's own home.

Column e. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt non-relative caregiver in the caregiver's home.

Licensed Provider Care - This care is provided by providers licensed by the California Department of Social Services (CDSS), licensed by the County through an Interagency Agreement (IA) with the CDSS or in a facility exempt from licensure.

Column f. **Family Day Care** - Enter the number of children who were provided child care in a licensed Family Day Care setting. Small family day care homes care for up to six children in a private residence other than the child's own home. Large family day care homes care for twelve or fewer children in a private residence other than the child's own home, have a fire clearance, and an assistant who is at least 18 years of age.

Column g. **Center Care** - Enter the number of children who were provided child care in a licensed child day care center. A licensed child day care center is licensed to care for groups of more than twelve children in non-residential facilities. Staff must meet educational requirements and maintain specified adult/child ratios. The facility must meet building, fire and zoning codes. Child care provided by a facility exempt from licensure that is operated on school grounds and operated by public employees, such as a before and after school program, should also be included in this section.

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2. **Total Number of Children Receiving Services** - Enter the total number of children receiving Title IV-A child care services. [This section includes families who receive a child care income disregard or participate in SCC, CAAP, NET, Tribal JOBS, TCC, Cal-Learn or GAIN.] (Item 2, column (a), equals the sum of cells 25, 39, 46, 53, 60, 67, 74, 81, 95, 102, 109, 116, 123 and 130.)

Do **not** include SCC numbers in item 2. This would result in a duplicate count of children receiving services.

Note: Children who have multiple providers should be reported under all appropriate columns. For example, if a child spends 30 hours a month in Family Day Care and 20 hours a month in the child's home, by a non-relative, the count would be reported in **both** the Family Day Care

(column f.) and in the Child's Home (column d.). The sum of column (b) through (g) should be equal to or **greater** than column (a).

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

- a. **On AFDC-FG with Disregard** - Enter the total number of children of AFDC-FG families which claim and receive a child care income disregard.
 - 1. **SCC Children** - Enter the total number of children of AFDC-FG families receiving SCC payments. (This number is a sub-item of 2a. above and should **not** be included in item 2a.)
- b. **CAAP Children** - Enter the total number of children of eligible AFDC-FC families participating in CAAP and receiving Title IV-A child care services.
- c. **NET Children** - Enter the total number of children of AFDC-FG families participating in the NET program and receiving Title IV-A child care services.
- d. **Tribal JOBS Children** - Enter the total number of children of AFDC-FG families participating in Tribal JOBS and receiving Title IV-A child care services.
- e. **TCC Children** - Enter the number of children of previously AFDC-FG eligible families participating in the TCC program whose children receive Title IV-A child care services.
- f. **GAIN Children** - Enter the number of children of AFDC-FG families participating in the GAIN program receiving Title IV-A child care services.
- g. **Cal-Learn Children** - Enter the number of children of AFDC-FG families participating in the Cal-Learn Program and receiving Title IV-A child care services.

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- h. **On AFDC-U with Disregard** - Enter the total number of children of AFDC-U families which claim and receive a child care income disregard.
 - 1. **SCC Children** - Enter the total number of children of AFDC-U families receiving SCC payments. (This number is a sub-item of 2h. above and should **not** be included in item 2h.)
- i. **CAAP Children** - Enter the total number of children of AFDC-U families participating in CAAP and receiving Title IV-A child care services.
- j. **NET Children** - Enter the total number of children of AFDC-U families participating in the NET program and receiving Title IV-A child care services.
- k. **Tribal JOBS Children** - Enter the total number of children of AFDC-U families participating in Tribal JOBS and receiving Title IV-A child care services.

- l. **TCC Children** - Enter the number of children of previously AFDC-U eligible families participating in the TCC Program and receiving Title IV-A child care services.
 - m. **GAIN Children**- Enter the number of children of AFDC-U families participating in the GAIN program receiving Title IV-A child care services.
 - n. **Cal-Learn Children**- Enter the number of children of AFDC-U families participating in the Cal-Learn Program and receiving Title IV-A child care services.
- 3. Total Expenditures for Children Receiving Services** - Enter the total expenditures, excluding administrative costs, for children receiving Title IV-A child care services. This includes all Title IV-A child care expenditures for children of those families which are eligible for and receive the child care income disregard, SCC payments, or participate in the CAAP, NET, Tribal JOBS, TCC, GAIN or Cal-Learn programs. (Item 3 column (a) equals the sum of cells 144, 151, 158, 165, 172, 179, 186, 193, 200, 214, 221, 228, 235, 242 and 249.) Unlike Item 1 and 2, include SCC expenditures in Item 3. This will not result in a duplicate count because the SCC expenditures are separate from disregard expenditures.
- a. **On AFDC-FG with Disregard Expenditures** - Enter the total child care expenditures for children of AFDC- FG families who received the Title IV-A child care income disregard. **Enter the actual amount disregarded from the AFDC-FG grant. (Item 3a. column (a) equals the sum of cells 145 through 150.)**
 1. **SCC Expenditures** - Enter the total expenditures for children of AFDC-FG families receiving SCC payments. (Item 3a.1. column (a) equals the sum of cells 152 through 157.)
 - b. **CAAP Expenditures** - Enter the total expenditures for children of eligible AFDC-FG families participating in the CAAP and receiving Title IV-A child care services. (Item 3b. column (a) equals the sum of cells 159 through 164.)
 - c. **NET Expenditures** - Enter the total child care expenditures for children of AFDC-FG families participating in the NET program and receiving Title IV-A child care services. (Item 3c. column (a) equals the sum of cells 166 through 171.)
 - d. **Tribal JOBS Expenditures** - Enter the total expenditures for children of AFDC-FG families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3d. column (a) equals the sum of cells 173 through 178.)
 - e. **TCC Expenditures** - Enter the total expenditures for children of previously AFDC-FG eligible families participating in TCC and receiving Title IV-A child care services. (Item 3e. column (a) equals the sum of cells 180 through 185.)
 - f. **GAIN Expenditures** - Enter the total expenditures for children of AFDC-FG families participating in the GAIN program and receiving Title IV-A child care services. (Item 3f. column (a) equals the sum of cells 187 through 192.)

- g. **Cal-Learn Expenditures** - Enter the total expenditures for children of AFDC-FG families participating in Cal-Learn and receiving Title IV-A child care services. (Item 3g. column (a) equals the sum of cells 194 through 199.)
- h. **On AFDC (U) with Disregard Expenditures**- Enter the total expenditures for children of AFDC-U families who received a Title IV-A child care income disregard. **Enter the actual amount disregarded from the AFDC-U grant.** (Item 3h. column (a) equals the sum of cells 201 through 206.)
1. **SCC Expenditures** - Enter the total expenditures for children of AFDC-U families receiving SCC payments. (Item 3h.1. column (a) equals the sum of cells 208 through 213)
- i. **CAAP Expenditures** - Enter the total expenditures for children of the eligible AFDC-U families participating in the CAAP and receiving Title IV-A child care services. (Item 3i. column (a) equals the sum of cells 215 through 220.)
- j. **NET Expenditures** - Enter the total expenditures for children of AFDC-U families participating in the NET program and receiving Title IV-A child care services (Item 3j. column (a) equals the sum of cells 222 through 227.)
- k. **Tribal JOBS Expenditures** - Enter the total expenditures for children of previously eligible AFDC-U families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3k. column (a) equals the sum of cells 229 through 234.)
- l. **TCC Expenditures** - Enter the total expenditures for children of AFDC-U families participating in TCC and receiving Title IV-A child care services. (Item 3l. column (a) equals the sum of cells 236 through 241.)
- m. **GAIN Expenditures** - Enter the total expenditures for children of AFDC-U families participating in the GAIN program and receiving Title IV-A child care services. (Item 3m. column (a) equals the sum of cells 243 through 248.)
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- n. **Cal-Learn Expenditures** - Enter the total expenditures for children of AFDC-U families participating in the Cal-Learn program and receiving Title IV-A child care services. (Item 3n. column (a) equals the sum of cells 250 through 255.)

Note: Round expenditures to the nearest dollar. All expenditures reported should reflect the actual payments made during the report period, regardless of when the child care services were rendered.

Send One Copy To:

DEPARTMENT OF SOCIAL SERVICES
 STATISTICAL SERVICES BUREAU
 744 P STREET, MAIL STATION 12-81
 SACRAMENTO, CALIFORNIA 95814

TRANSITIONAL CHILD CARE (TCC) MONTHLY CASELOAD REPORT

COUNTY	FOR MONTH ENDING
	/ /

PART A. APPLICATIONS FOR TRANSITIONAL CHILD CARE

1. Pending from last month (Item 5 last month or explain).....	1	
2. Received during the month.....	2	
3. Total during the month (Sum of 1 + 2 above).....	3	
4. Disposed of during the month (Sum of a, b and c below).....	4	
a. Applications approved (Same as Item 7a).....	5	
b. Applications denied (Sum of (1) through (6) below).....	6	
(1) Not on aid for 3 of last 6 months.....	7	
(2) Reason for AFDC discontinuation doesn't meet TCC eligibility requirements.....	8	
(3) Applicant did not provide all the facts necessary to determine eligibility.....	10	
(4) Other adult in family was available to provide child care.....	11	
(5) No TCC eligible child in home.....	12	
(6) Twelve month time limit to apply had expired.....	13	
c. Applications withdrawn.....	14	
5. Pending at end of month (3 minus 4).....	15	

PART B. CASELOAD

6. Cases brought forward from last month (Item 10 last month or explain).....	16	
7. Cases added during the month (Sum of a and b below).....	17	
a. Applications approved (Same as Item 4a above).....	18	
b. Other approvals.....	19	
8. Total cases open during the month (Sum of 6 + 7 above, and a and c below).....	20	
a. Current cases receiving TCC reimbursement during the month.....	21	
b. Cases discontinued in a prior month receiving a TCC reimbursement during the month.....	22	
c. Other cases.....	23	
d. Adults in Item 8.....	24	
e. Children in Item 8 (Sum of 8.e.(1) and 8.e. (2) below).....	25	
(1) Children formerly AFDC FG cases.....	26 ()	
(2) Children formerly AFDC U cases.....	27 ()	
9. Total number of cases discontinued during month.....	28	
10. Total number of cases carried forward to next month (8 minus 9).....	29	

REPORT PREPARED BY

TELEPHONE

DATE

**INSTRUCTIONS FOR
TRANSITIONAL CHILD CARE
MONTHLY CASELOAD MOVEMENT REPORT
FORM CA 237 TCC (2/94)**

CONTENT

This monthly report form is designed to provide statistical data associated with the Transitional Child Care (TCC) Program. The data reported is to reflect caseload activity during the month.

DUE DATE

Reports are to be received in Sacramento on or before the 12th working day of the calendar month following the report month.

Send report to:

State Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 12-81
Sacramento, California 95814

When data is unavailable, or has not been reconciled, transmit a report by the due date containing all available data. Attach a note indicating when the department can expect to receive the missing data. Please forward missing figures as soon as possible.

INSTRUCTIONS

Part A summarizes intake activity during the report month with respect to applications for TCC.

PART A. APPLICATIONS FOR TRANSITIONAL CHILD CARE

1. **Pending from last month** - Enter the number of applications pending from the previous month. If this figure is not the same as the value reported in Item 5 of the previous month, please explain in a footnote.

2. **Received during the month** - Enter the number of applications received. For reporting purposes, an application is included here when it has been received and recorded by the county. **DO NOT COUNT INTERCOUNTY TRANSFERS IN THIS ITEM - COUNT THEM IN ITEM 7b.**
3. **Total during the month** - Enter the sum of Items 1 and 2.
4. **Disposed of during the month** - Enter the sum of Items 4a. and 4b.
- a. **Applications approved** - Enter the number of applications which were determined eligible to receive TCC benefits. Include individuals who had a break in their 12-month eligibility period and have been determined to be eligible for a new 12-month period. **Include those cases which had a break in their 12-month eligibility period and are resuming their original 12-month period.**
- b. **Applications denied** - Enter the sum of Items 4b.(1) through 4b.(6).
- (1) **Not on AFDC for 3 of last 6 months** - Enter the number of applications denied due to failure to meet the eligibility requirement of receiving AFDC in 3 of the previous 6 months prior to applying for TCC.
- (2) **Reason for discontinuance doesn't meet TCC eligibility requirements** - Enter the number of applications denied due to failure to meet the eligibility requirement stated in the applicable Manual for Policy and Procedures (MPP) sections. The application count entered in this item represents those discontinued from AFDC for a reason other than those deemed necessary to determine eligibility.
- Please note:** If an application is denied for more than one reason, (i.e., both reasons (1) and (2)), enter one count in 4b.(2). If the reason for the denial of the application is not listed, determine which reason is the closest and enter the count in that category.

- (3) **Applicant did not provide all the facts necessary to determine eligibility** - Enter the number of applications denied because the applicant did not provide all of the facts necessary to determine TCC eligibility.
 - (4) **Other adult in family was available to provide child care** - Enter the number of applications denied because there was another adult in the family who could provide child care.
 - (5) **No TCC eligible child in home** - Enter the number of applications denied because there was no eligible child in the home.
 - (6) **Twelve-month time limit to apply had expired** - Enter the number of applications denied due to expiration of the twelve-month application time limit.
- c. **Withdrawn** - Enter the number of applications withdrawn by the applicant.
5. **Pending at the end of the month** - Enter the number of applications pending at the end of the month. This entry will equal the difference between the total applications during the month and the number disposed, Item 3 minus 4.

PART B. CASELOAD

Part B summarizes data associated with cases open during the report month. For reporting purposes, a case is open if it is eligible to receive TCC program benefits and currently meets the criteria for the TCC program. In addition, a case may contain more than one eligible child.

6. **Cases brought forward from last month** - Enter the number of cases which were reported in Item 10 of previous month (If not the same figure as Item 10 of previous month, please explain in footnote). Changes in caseload resulting from actions authorized in prior month and not previously reported are shown as adjustments to Item 6 and are not reported in Item 7b.

7. **Cases added during the month** - Enter the sum of Items 7a. and 7b.

a. **Applications approved** - Enter the total number of applications which were determined eligible to receive TCC benefits. This entry will equal the value reported in Item 4a.

b. **Other approvals** - Enter the total number of cases which were determined eligible to receive TCC benefits for reasons other than 7a., i. e., intercounty transfers.

8. **Total cases open during the month** - Enter the number of open cases which were eligible to receive TCC benefits during the month. This entry will equal the sum of Items 8a. and 8c. It will also equal the sum of Item 6 and 7.

a. **Cases receiving TCC reimbursements** - Enter the total number of cases which were determined eligible to receive TCC benefits and whose request for TCC reimbursement was **approved** during the report month. Cases which are approved for more than one reimbursement during the report month are reported only once in this entry.

b. **Cases discontinued in a prior month and receiving TCC reimbursement during the month** - Enter the number of TCC cases closed in a month prior to the report month but the client requested and was paid a TCC reimbursement during the report month. Cases receiving more than one reimbursement during the report month are reported only once in this entry.

(PLEASE NOTE: ITEM 8b. IS NOT A SUB OF ITEM 8a. IT IS A STAND ALONE ITEM WHICH PROVIDES DATA ON CLOSED CASES WHICH RECEIVE A TCC REIMBURSEMENT DURING THE REPORT MONTH.)

c. **Other cases** - Enter the total number of cases which were eligible to receive TCC reimbursement and either did not request TCC reimbursement or whose request was under review during the report month.

d. **Adults in Item 8** - Enter the total number of parental or custodial adults in the open cases reported in Item 8.

- e. **Children in Item 8** - Enter the total number of T C C children in the open cases reported in Item 8.
- (1) **Children formerly from AFDC-Family Group (FG) cases** - Enter the total number of children who's AFDC program segment status was FG.
 - (2) **Children formerly from AFDC-Unemployed (U) cases** - Enter the total number of children who's AFDC program segment status was U.
9. **Total number of cases discontinued during the month** - Enter the number of cases which were discontinued during the report month.
10. **Cases carried forward to next month** - Enter the cases carried forward to the next month. (Items 8 minus 9).

ADDITIONAL INFORMATION.

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If for any item there is nothing to report, enter "O". Do not leave any items blank. If needed, when completing this form, please use the following abbreviation: NA - Not Available. (When N.A. is used, please provide a footnote indicating when the missing data will be available.)